

## Section I: PowerPoint

**Question 1 Ans:** The Slides I prepared for the Travel Company are as follows:

### Sagar Travels Pvt Ltd

Thamel, Kathmandu

Phone: 4240032, 4243208

Email: info@sagarp.com.np

Web: www.sagarp.com.np

*Making your tour better..*

Slide 1

### Introduction

Sagar Travels was started from 2005 with motive to give better options and services to the people who wants to travel. Currently we have lots of tour packages and destination.

### Management

Sagar Travels is managed by Sagar Group, a trusted name in nepali economy. With highly qualified staffs and tour operators, we believe your Travel will be the most wonderful experience you will ever have.

Slide 2

### International Destinations

- United States of America
- United Kingdom
- Switzerland
- Denmark
- France
- Norway
- Canada
- Italy
- Holland
- Thailand
- Singapore
- Malaysia
- Dubai
- China
- India

Slide 3

### European Tours

Our European Tour Package consists of  
**Kathmandu – Switzerland – London-  
France – Italy – Kathmandu**

Duration: **7 Days & 6 Nights**

Cost is : **NRS- 222,220**

Cost Consist of:

- Plane Tickets
- Accommodation
- Field Visits
- Daily Meals ( 2 times)

Slide 4

### Australians Tours

Our European Tour Package consists of  
**Kathmandu – Sydney- Gold Coast –  
Brisbane - Kathmandu**

Duration: **5 Days & 4 Nights**

Cost is : **NRS- 195,200**

Cost Consist of:

- Plane Tickets
- Accommodation
- Field Visits
- Daily Meals ( 2 times)

Slide 5

### Asian Tours

Our European Tour Package consists of  
**Kathmandu – Kuala Lumpur – Singapore  
– Bangkok – Kathmandu**

Duration: **6 Days & 5 Nights**

Cost is : **NRS- 211,200**

Cost Consist of:

- Plane Tickets
- Accommodation
- Field Visits
- Daily Meals ( 2 times)

Slide 6

## Airlines Information & Fares

Qatar Airlines – NPR 80000 ( To USA)  
Thai Airways – NPR 34000 ( To Bangkok)  
Jet Airways – NPR 10000 ( To Delhi)  
Nepal Airlines – NPR 60000 ( To London)  
Fly Dubai – NPR 14000 ( To Dubai)

For more details please visit our website  
[www.sagarp.com.np/airfares](http://www.sagarp.com.np/airfares)

Slide 7

**Question 2 Ans:** The Required Slides I Prepared are as Follows:



Prepared by:  
Sagar Prasain  
Business Development Manager

Slide 1

### Table Of Contents

- Sagar Tech Product
- Cost estimation
- 2011 Annual Figures
  - Annual Sales
  - Revenue
- Prospects for 2012
- Conclusion

Slide 2

### Global Tech Product

#### Inventory Management System

- Desktop application version
- Single user license
- Supports Windows XP and Windows 7

#### Library Management System

- Web based application version
- Front end PHP, back end dotNET
- Membership payment method: paypal

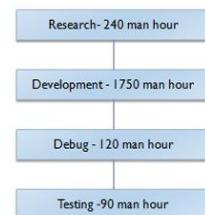
Slide 3

### Cost estimation

#### Inventory Management System

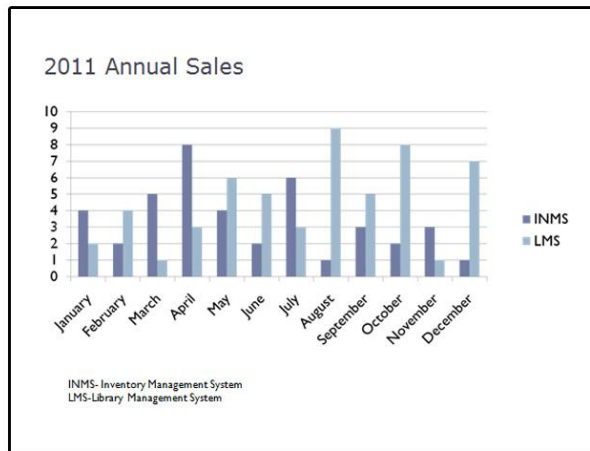


#### Library Management System



using workflow management software

Slide 4



Slide 5

### 2011 Annual Revenue

INVENTORY MANAGEMENT SYSTEM					LIBRARY MANAGEMENT SYSTEM				
	Cost price	Quantity	Amount	Profit		Cost price	Quantity	Amount	Profit
January	25000	4	42000	68000	January	55000	2	72000	34000
February	25000	2	42000	34000	February	55000	4	72000	48000
March	25000	5	42000	85000	March	55000	1	72000	17000
April	25000	8	42000	134000	April	55000	3	72000	51000
May	25000	4	42000	68000	May	55000	4	72000	102000
June	25000	2	42000	34000	June	55000	5	72000	85000
July	25000	6	42000	102000	July	55000	3	72000	51000
August	25000	1	42000	17000	August	55000	9	72000	153000
September	25000	3	42000	51000	September	55000	5	72000	85000
October	25000	2	42000	34000	October	55000	8	72000	134000
November	25000	3	42000	51000	November	55000	1	72000	17000
December	25000	1	42000	17000	December	55000	7	72000	119000

Annual revenue of INMS= Rs 6,97,000      Annual revenue of LMS= Rs 9,18,000

Slide 6

### Prospectus for 2012

From the annual figure of 2011, we came to know that more revenue is generated through Library Management System. This shows that web based applications are more popular than desktop version, so in 2012 we are planning to launch web based version also for Inventory Management System.

**Following Features will also be added on our next version:**

- Bar code Reader.
- OTRS for online customer support
- 30 days trial version for Inventory Management System
- Besides PayPal we'll include other payment options like Visa, MasterCard and American Express for online purchase.

Slide 7

### Conclusion

We are launching our both software on 12<sup>th</sup> February 2012. We think this new version can fulfill most of the current market demand.

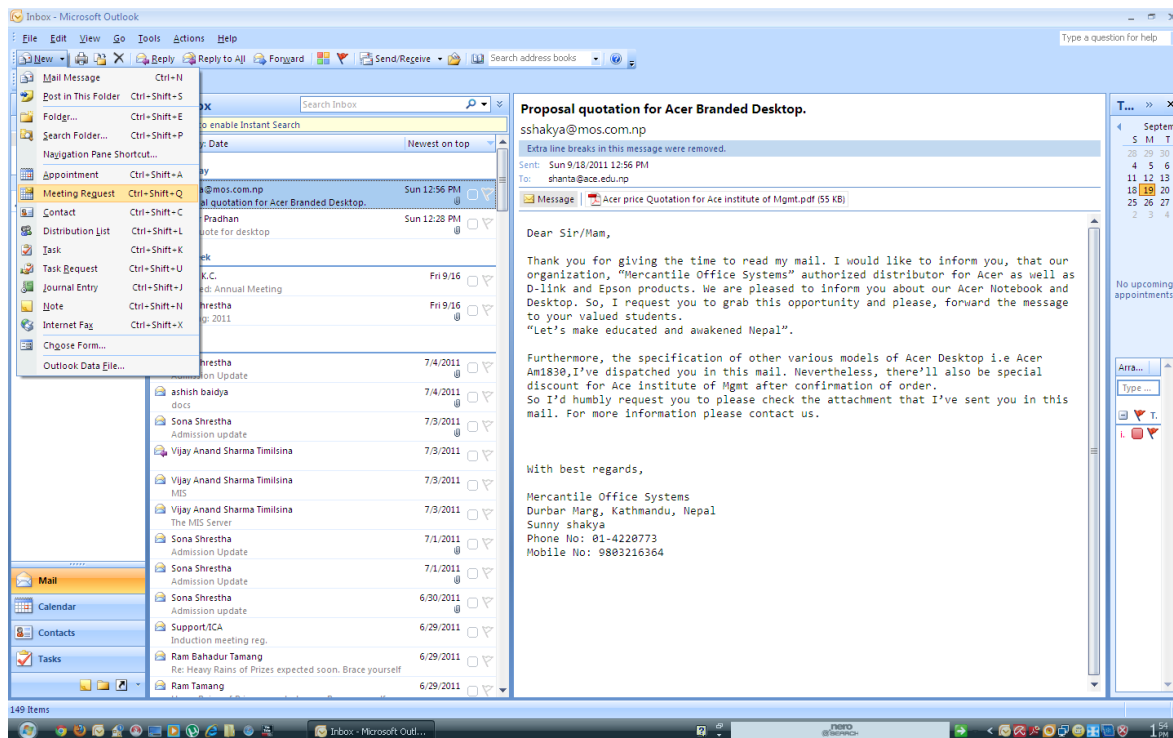
# THANK YOU

Slide 8

## Section II: Outlook 2007

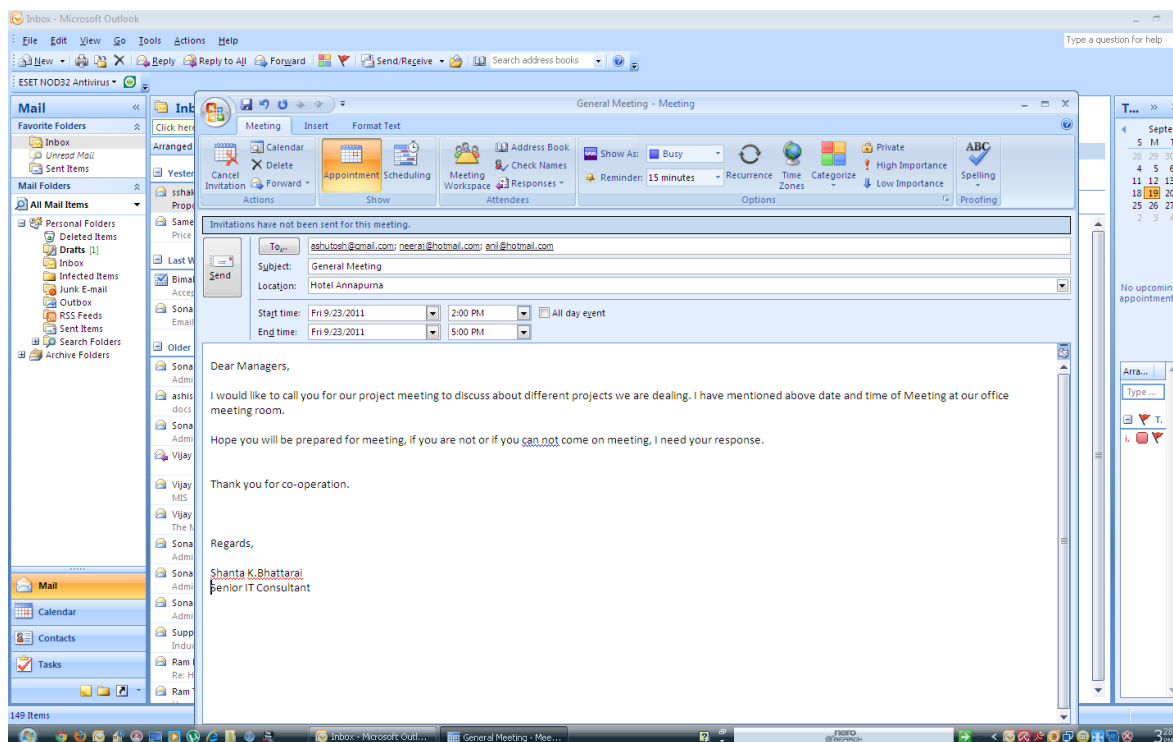
**Question 3 Ans:** To initiate a Project Meeting between me and My Managers, I need to send email for Meeting to all Managers discusses about different projects and their status details. How do I send this?

First of all, open Outlook 2007, go to new button, and select Meeting Request from drop down list like shown below



When clicked on it, it displayed like below: first of all email addresses need to type, subject, location (where meeting will be held) and Date and Time of meeting should be mentioned. After typing all messages, it should be sent to respective email addresses by clicking on Send button.

Following picture shows this process.



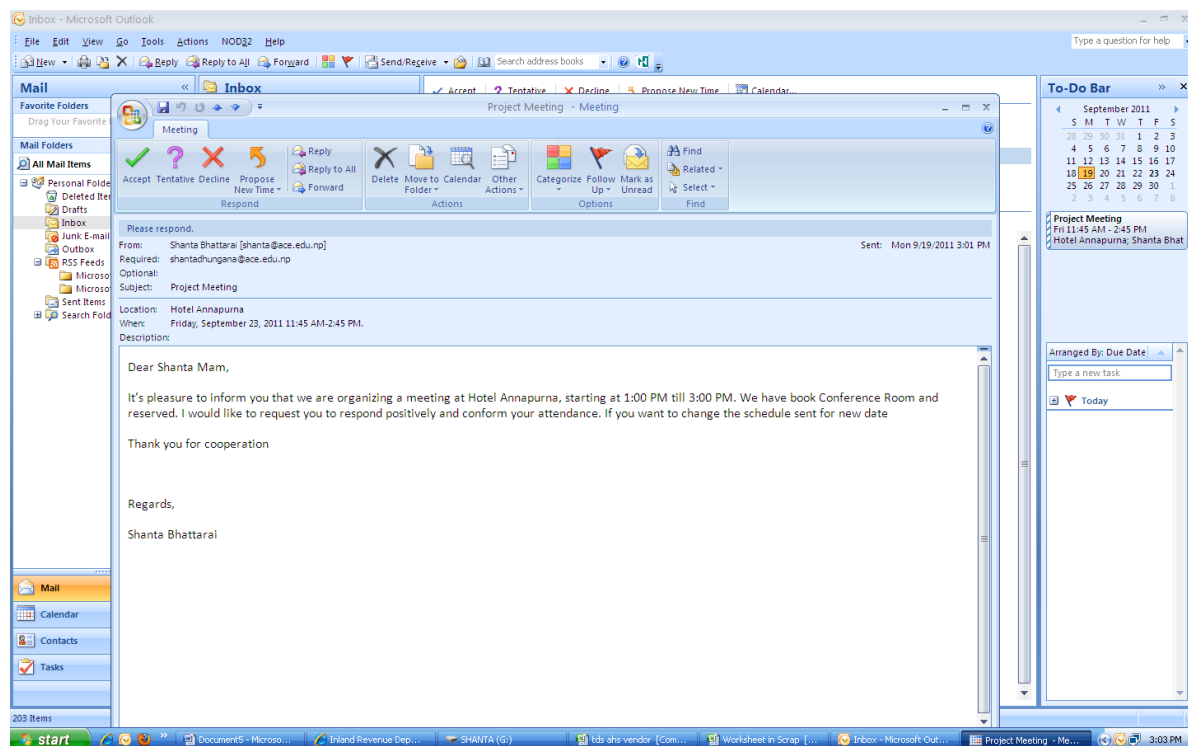
After receiving this email, managers will respond whether to accept or deny or tentative, after their responding, I will receive email about their response, whether it is accepted, denied or tentative with their email addresses.

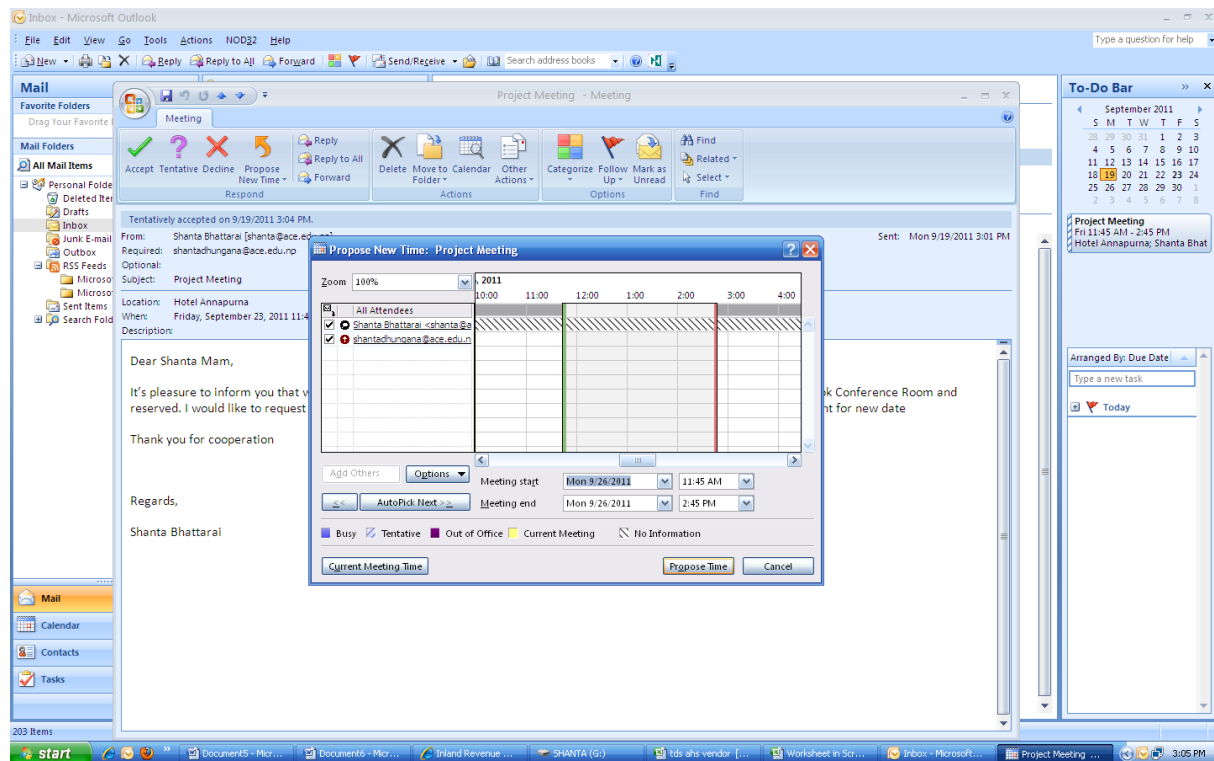
### Different options available in Outlook 2007

Here the scenario is meeting, for this scenario, available options, while sending email for meeting, date and time is available automatically just you have to change date and time, set schedule, you can mentioned whether the meeting Private, High Importance or Low Importance, even you can cancelled invitation, send appointment, while sending email, you can mention, whether you are free, busy, tentative or out of office

After sending email of meeting, receiver can accept, decline or Tentative. After receiver accepts, decline or tentative, initial sender receives email with email id of responder, whether it is accepted, declined or tentative.

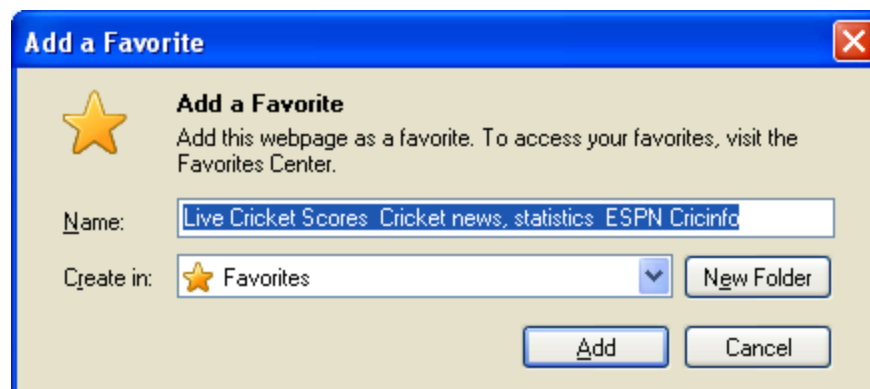
**Question 4 Ans:** Yes, it can be done, after sending meeting schedule to manager but one of the managers, wants to change schedule, he can Propose New Time for meeting by Clicking on Propose New Time button on Meeting tab, like shown below





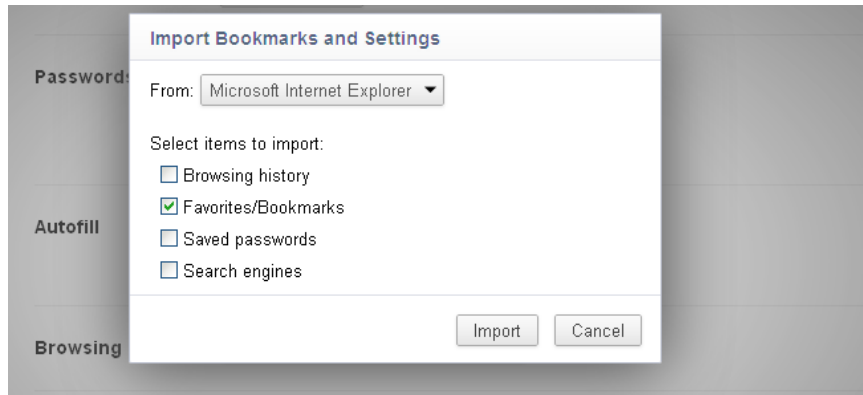
### Section III: Browsing and Discussion Forum

**Question 5 (a) Ans:** First go to [www.espncriinfo.com](http://www.espncriinfo.com) and [www.Doordarshan.com](http://www.Doordarshan.com) by typing these addresses in the address bar. Once both above sites are open, to go favorites menu in the menu bar in Internet Explorer and choose Add to Favorite. Then you will get a dialogue box as shown in.

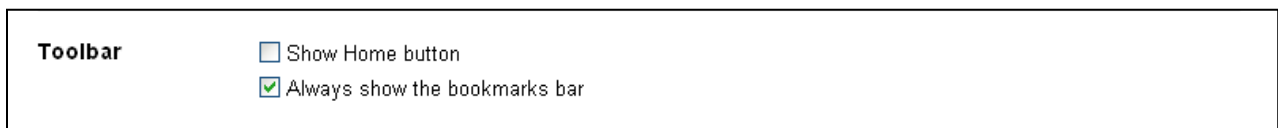


You can choose **Add** to add it in your Favorite list or make a folder and add it separately into that folder. To create a folder, choose **New Folder** and name it. After that, select the folder you just created in **Create in:** and click **Add**.

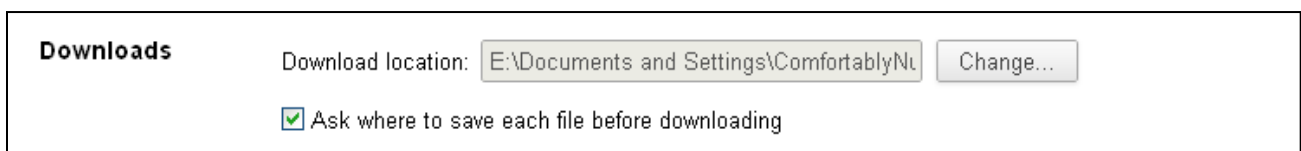
\* To import favorites in Google Chrome from Internet Explorer, open Google Chrome. Go to settings in the top right hand side of the page and choose **Options**. There you get three options: 1) **Basics**. 2) **Personal Stuff**. 3) **Under the Hood**. Go to **Personal Stuff** and click **Import data from another browser** under **Browsing data**. After that, select **Favorites/Bookmarks** and click **Import**.



**Question 5 (b) Ans:** To set Chrome to always show bookmark bar, go to **Basics** in **Options**. There in **Toolbar** you will find two options. 1) **Show Home button**. 2) **Always show the bookmarks bar**. Click on always show bookmark bar. (Fig:3)

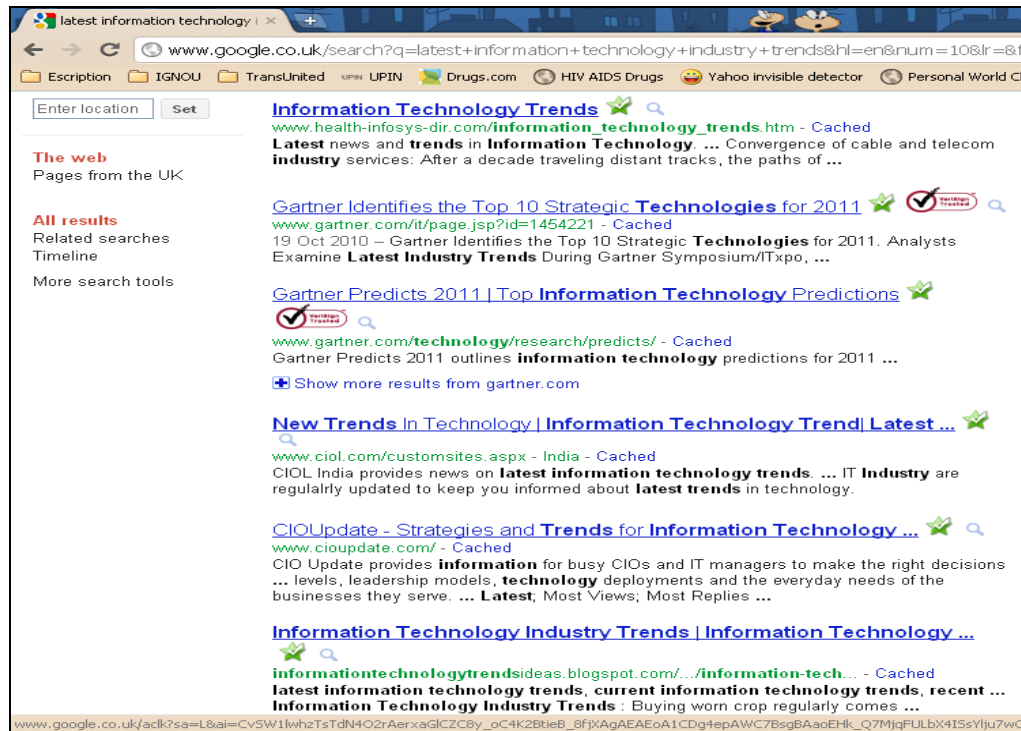


**Question 5 (C) Ans:** To change the default location where all the downloads are stored in Google Chrome, go to **Under the Hood** in the **Options** page. There in **Downloads**, you get **Download location:** where the default is **My Documents** to save all downloads. You can either choose a new location as default or you can check mark the box that says **"Ask where to save each file before downloading"**. (Fig:4)

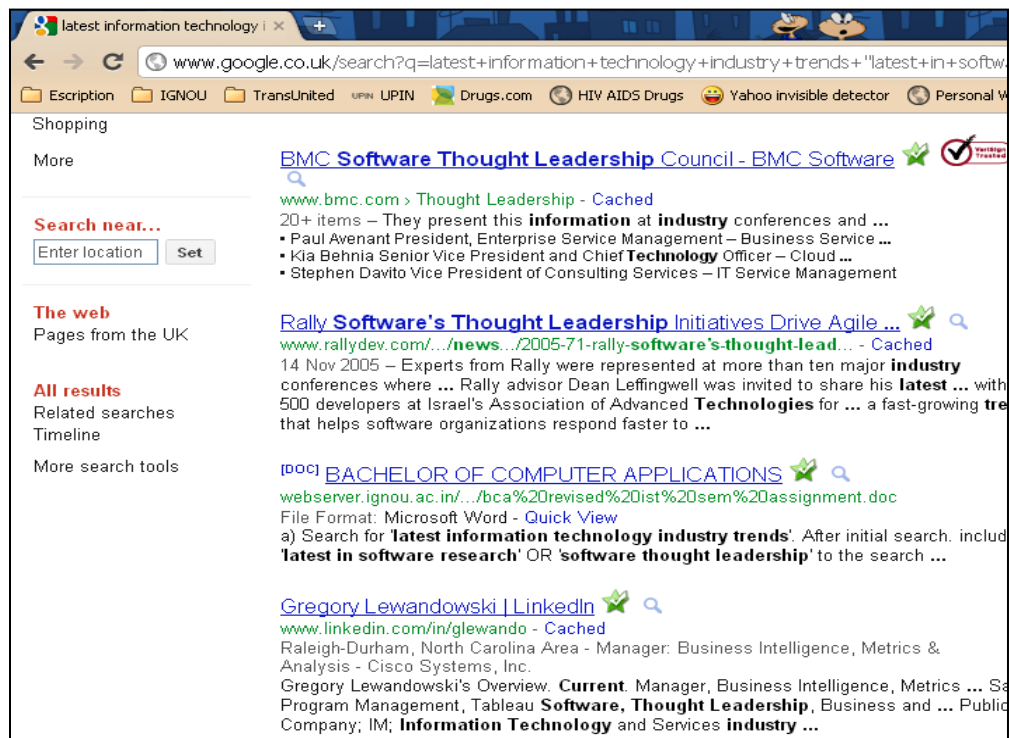




**Question 6(a) Ans:** Initial search for 'latest information technology industry trends' in [www.google.com](http://www.google.com) advanced options gets the following result:



After including 'latest in software research' OR 'software thought leadership' to the search criteria, a new search result is displayed with changes as below: (Fig:6)





**Question 6(b) Ans:** Searching for ‘Top Global Banks’ in terms of technology, leadership, revenue, market and capitalization generates results as below:

The screenshot shows a Google search results page for the query "top global banks' in terms of technology, leadership, revenue, market and capitalization". The browser address bar shows the URL: www.google.co.uk/search?q=Top+Global+Banks'+in+terms+of+technology%2C+leadership%2C+revenue%2C+market+and+capitalization. The search results are displayed in a list format with various filters on the left side.

**Everything**

- National Australia Bank - Wikipedia, the free encyclopedia**   
 en.wikipedia.org/wiki/National\_Australia\_Bank - Cached   
 ... the four **largest** financial institutions in Australia in **terms of market capitalisation** ... NAB is ranked 17th **largest bank in the world** measured by **market capitalisation**. ... 2.5.3 Wealth: Acquisition Strategy; 2.5.4 **Technology**: Core System Upgrade ..... Whilst NAB has received recognition as an early adopter and **leader** in CRM ...
- ExxonMobil - Wikipedia, the free encyclopedia**   
 en.wikipedia.org/wiki/ExxonMobil - Cached   
 4 Joint ventures and other strategic alliances; 5 Production; 6 **Revenue** and ...
- [Show more results from wikipedia.org](#)
- Top 10 Investment Banks - World Finance - Maps of World**   
 finance.mapsofworld.com > Investment - Cached   
 Get the list of **Top 10 investment banks** worldwide on the basis of their assets. ... Financial **Terms** · Financial **Market** · Foreign Exchange **Market** · **International** ... Investment **Bank**, **Revenue** (in \$B), Net Earnings (in \$B), AUM (in \$B) ... the **largest market capitalization** & reports US\$779 billion as assets under its management. ...
- Driving Banks' Value Through M&A**   
 www.adl.com/...extthoughtleadership/ADL\_Driving\_Banks\_Value\_Throug...   
 File Format: PDF/Adobe Acrobat   
 landscape, catapulting some **banks** to the very **top** of the **global** league table in **terms of market capitalization**. UniCredit is a perfect example. In the 2001 FT 500, ...
- A List of the World's Largest Banks | eHow.com**   
 www.ehow.com > Business - Cached   
 Measure **banks** by **revenue** and U.S. **banks** such as **Bank of America** and ... 2009, China owned the three **largest banks** in the **world** (in **terms of market capitalization**). ... The **World Bank** is a vital source of financial and **technical** assistance to ...

**Search near...**  Enter location

**The web**   
 Pages from the UK

**All results**   
 Timeline   
 More search tools

Searching for **Top Global Banks** in Europe on the basis of technology, leadership, revenue, market and capitalization yields following search results:

The screenshot shows a Google search results page for the query "Top Global Banks in Europe on the basis of technology, leadership, revenue, market and capitalization". The browser address bar shows the URL: www.google.co.uk/search?q=Top+Global+Banks+in+Europe+on+the+basis+of+technology%2C+leadership%2C+revenue%2C+market+and+capitalization. The search results are displayed in a list format with various filters on the left side.

**Search** About 123,000,000 results (0.23 seconds)

**Everything**

- Elavon - About Us - Leadership Team**   
 www.elavon.com/about/team.aspx - Cached   
 She's responsible for managing all Elavon operations, including **Global** Payment ... the fourth **largest** merchant acquirer in the U.S. and fourth **largest** in **Europe** ... of Operations Compliance, operational **leadership** of U.S. **Bank** integration, and ...
- J.P. Morgan | Industry Leadership**   
 www.jpmorgan.com/tss/General/About\_Us/1114735359705 - Cached   
 J.P. Morgan is a **global** industry leader with more than \$16.9 trillion in assets under ... its **leadership** position by consistently receiving awards and **top** ranking in ... **Europe** (2011); Best Developed Market **Bank** award for the United States, ...
- Leadership change: Deutsche Bank chief trio has potential for...**   
 economicsnewspaper.com/.../leadership-change-deutsche-bank-chie... - Cached   
 Also Fritschen appointment reassured those who most **global** to the German .... These are the **top 50** among major **European banks** (by market value) ...
- RBS Americas Leadership Team | Citizens Bank**   
 www.citizensbank.com > Home > About Us - Cached   
 Alemany's positions make her the only woman responsible for one of the **top 13** commercial ... Chairman and CEO for Citibank **International** plc, Citibank's **European Bank**; ... He has served as a member of the SIFMA **Europe** Board, the **Bank** of ...
- BNY Mellon – A Global Leader**   
 www.bnymellon.com/news/globalleadership.pdf   
 File Format: PDF/Adobe Acrobat - Quick View   
 (**Global** Finance World's Safest **Banks**, 2010). Green Power ... 11th **largest global** asset manager1 ... (HFM Week **European** Hedge Fund Services. Awards, 2011 ...
- GLOBAL MARKETS: European Stocks Fall; Banks Under Pressure...**   
 online.wsj.com/article/BT-CO-20110909-704467.html - Cached   
 6 days ago -- **European** stocks slump; **global** growth concerns weigh ... "Can the ...

**Search near...**  Enter location

**The web**   
 Pages from the UK

**All results**   
 Timeline   
 More search tools

## **Section IV: Word Processor**

**Question 8 Ans:**

### **Organizational Research: Determining Appropriate Sample Size**

**James E. Bartlett, II  
Joe W. Kotrlik**

*The determination of sample size is a common task for many organizational researchers. Inappropriate, inadequate, or excessive sample sizes continue to influence the quality and accuracy of research. This manuscript describes the procedures for determining sample size for continuous and categorical variables using Cochran's (1977) formulas. Procedures for determining the appropriate sample size for multiple regression and factor analysis, and common issues in sample size determination are examined.*

#### **Introduction**

A common goal of survey research is to collect data representative of a population. The researcher uses information gathered from the survey to generalize findings from the survey to generalize findings from a drawn sample back to a population, within the limits of random error. However, when critiquing business education research, Wunsch (1986) stated that "two of the most consistent flaws included (1) disregard for sampling error when determining sample size, and (2) disregard for response and no-response bias" (p. 31).

Within a quantitative survey design, determining sample size and dealing with no-response bias is essential. The question then is, how large of a

sample is required to infer research findings back to a population?

#### **Basic Sample Size Determination Continuous Data**

Before proceeding with sample size calculations, assuming continuous data, the researcher should determine if a categorical variable will play a primary role in data analysis. Assume that a researcher has set the alpha level a priori at .05, plans to use a seven point scale, has set the level of acceptable error at 3%, and has estimated the standard deviation of the scale as 1.167. Cochran's sample size formula for continuous data and an example of its use is presented here along with the explanations as to how these decisions were made.

$$n_0 = \frac{(t)^2 * (s)^2}{118(d)^2} = \frac{(1.96)^2 (1.167)^2}{(7*.03)^2} =$$

### **Question 9 Ans:**

- 1) First of all we should type a letter which is to be sent to the multiple candidates with the required field empty. For example in the letter below I am leaving name, position and joining date empty which can be added later in a database by mail merge. The Sample letter is

Dear .....

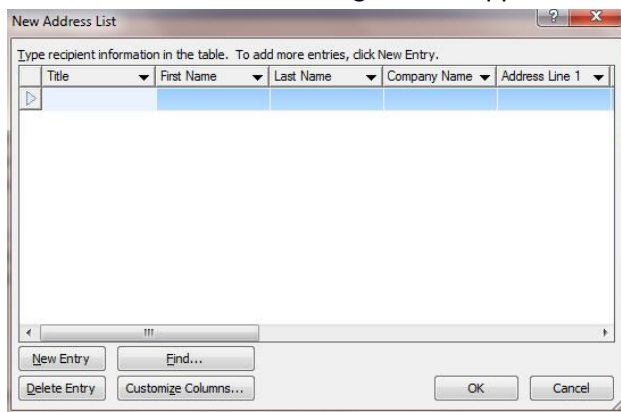
I would like to congratulate you for being selected as a ..... In our company. As per decision made by us, you should join us by ..... We are very happy to work with you.

Yours,

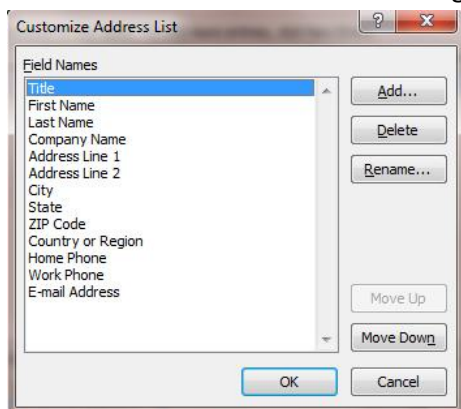
Sagar Prasain

Human Resource Department.

- 2) Then go to “Start Mail Merge” from mailing option and choose Step by Step Mail Merge Wizard from the list. Then mail merge wizard will be available on the left side bar.
- 3) In first step choose “Letters” and in second step chose “use the current document” from the available option.
- 4) In step 3 we should now define the list of recipient. Chose “Type a new list” from the option then choose “create”. A dialog box will appear where we have to type the list like in fig below.



- 5) The main problem in this dialog box is that we don't have field for post and joining date. So click on customize column and a new dialog will appear as following:



- 6) From this dialog box Select those field which you don't need and delete them. Also add three new fields "name", "post" and "date of Joining" with the help of add button and click ok.
- 7) Now fill up the form with the name, post and date of joining for different recipient. Click on new entry whenever you want to add the details of new person. Do this until details of all the recipient are entered. Then click on Ok and you will be asked to save the data, Do that.
- 8) In Step 4, you have to assign the field to the letter so that they appear in our desired format. For that click on the "more items" and insert all their fields on their appropriate place in the letter. After this process is done our letter looks like:

Dear «First\_Name»

I would like to congratulate you for being selected as a «Post» in our company. As per decision made by us, you should join us by «Date of Joining». We are very happy to work with you.

Yours,

  
**Sagar Prasain**  
 Human Resource Department.

- 9) In Step 5, you can preview the letters whether they are formatted with the name you entered in the database or not. You can preview all the letters one by one with next and previous button. After you are satisfied move on to next step.
- 10) Now the last step is to complete the mail merge process. If you want to print all the letters then click on "Print". If you want to save individual letter and edit them then click on "Edit Individual Letter". All your letters are saved in a new document.

## Section IV : Spreadsheet

### Question 10(i) Ans:

	A	B	C	D	E	F	G
1	Super Stores Sales Data						
2	Region	Date	Product Category	Product	Sales (in Rs.)	Cost (in Rs.)	Profit (Sales)
3	East	1-Jan-09	Grocery	Cakes	2,300.50	1,700.00	600.50
4	East	2-Jan-09	Grocery	Meat	4,598.16	2,890.39	1,707.77
5	Central	5-Jan-09	Grocery	Fruit and Vegetables	6,689.79	3,698.89	2,990.90
6	West	5-Jan-09	Stationery	Pencils	5.60	3.80	1.80
7	West	6-Jan-09	Grocery	Bread	899.00	500.00	399.00
8	East	8-Jan-09	Stationery	Art Supplies	1,290.00	489.35	800.65
9	West	8-Jan-09	Stationery	Copy Paper	3,008.00	1,998.00	1,010.00
10	Central	9-Jan-09	Stationery	Computer Paper	40,000.00	25,800.00	14,200.00
11	East	11-Jan-09	Grocery	Cereals	2,398.00	2,508.69	-110.69
12	West	12-Jan-09	Grocery	Cakes	1,498.00	800.00	698.00
13	East	12-Jan-09	Grocery	Fruit and Vegetables	8,968.49	5,987.90	2,980.59
14	East	12-Jan-09	Stationery	Pencils	345.34	186.40	158.94
15	West	16-Jan-09	Grocery	Bread	876.15	593.30	282.85
16	Central	18-Jan-09	Grocery	Fruit and Vegetables	3,482.44	2,983.85	498.59
17	West	18-Jan-09	Stationery	Art Supplies	439.66	235.72	203.94
18	West	19-Jan-09	Grocery	Meat	3,489.98	2,287.32	1,202.66
19	Central	20-Jan-09	Grocery	Cereals	8,743.76	5,893.67	2,850.09
20	East	20-Jan-09	Stationery	Business Envelopes	6,893.00	4,000.00	2,893.00
21	East	21-Jan-09	Grocery	Beverages	786.00	498.00	288.00
22	East	21-Jan-09	Grocery	Fruit and Vegetables	5,679.00	3,890.00	1,789.00



**Question 10(ii) Ans:**

	A	B	C	D	E
1	<b>Region Wise Sales Report</b>				
2	<b>Analysis of Sales of different Products in different Regions</b>				
3	<b>Region</b>	<b>Product Category</b>	<b>Date</b>	<b>Sales (in Rs.)</b>	<b>Profit (Sales)</b>
4	Central	Grocery	5-Jan-09	6,689.79	2,990.90
5			18-Jan-09	3,482.44	498.59
6			20-Jan-09	8,743.76	2,850.09
7		Stationery	9-Jan-09	40,000.00	14,200.00
8	<b>Totals for Central</b>				<b>20,539.58</b>
9	East	Grocery	1-Jan-09	2,300.50	600.5
10			2-Jan-09	4,598.16	1,707.77
11			11-Jan-09	2,398.00	-110.69
12			12-Jan-09	8,968.49	2,980.59
13			21-Jan-09	786.00	288.00
14			21-Jan-09	5,679.00	1,789.00
15		Stationery	8-Jan-09	1,290.00	800.65
16			12-Jan-09	345.34	158.94
17			20-Jan-09	6,893.00	2,893.00
18	<b>Totals for East</b>				<b>11107.76</b>
19	West	Grocery	6-Jan-09	899.00	399
20			12-Jan-09	1,498.00	698
21			16-Jan-09	876.15	282.85
22			19-Jan-09	3,489.98	1,202.66
23		Stationery	5-Jan-09	5.60	1.8
24			8-Jan-09	3,008.00	1,010.00
25			18-Jan-09	439.66	203.94
26	<b>Totals for West</b>				<b>3798.25</b>

**Question 10(iii) Ans:**

